



DEPARTMENT OF CORRECTIONS
Health Care Recruitment Unit
2201 Broadway
Sacramento, CA 95818

CORRECTIONAL HEALTH SERVICES ADMINISTRATOR II (Correctional Facility)

FUNCTION OF POSITION

Under general administrative direction of the Health Care Manager, the CHSA II is part of the administrative team and will manage the support functions and has overall medical support services and administrative responsibility for a large and complex health care program to include hospital, psychiatric, and dental services at a state correctional facility, such as the California Medical Facility. Plans, organizes and oversees the administration of health care services within the health care setting to promote effective and expeditious delivery of health care consistent with Inmate Medical Services, Policy and Procedures, Correctional Treatment Center Policies and Procedures, Skilled Nursing Facility Policies and Procedures and Acute Care Policies and Procedures. Formulate and implement local operating procedures for health care operation in compliance with Federal and State regulations, as well as internal standards. Implement new health care services programs. Conduct audits, assess and analyze health care programs. Develop training programs based on needs identified from surveys, audits or litigations requirements. Oversees the institutional health care budget, evaluates budgetary needs, exercises expenditure control, initiates transfer requests, and negotiates and manages local health care contracts. Oversees budgetary allocations and fiscal expenditures of institution within the designated service area, reviews monthly expenditure reports and evaluates budgetary needs for service area, implements expenditure control, initiates budget transfer requests, reviews budget change proposals prepared by institutions to address service area needs.

MINIMUM QUALIFICATIONS

Either I One year of experience in the California state service in a major hospital administrative or management function, performing medical support services duties of a class at least comparable in level of responsibility to those of Hospital Administrative Resident IV **or II** Two years of experience in the California state service performing duties in a major hospital administrative or management function, performing medical support services duties at least comparable in level of responsibility to those of Hospital General Services Administrator II, Supervising Nurse III, Pharmacist II, or Hospital Administrator Resident III **or III** Four years of progressively responsible experience medical health care administration which must have included at least three years of experience with responsibility for directing two or more administrative management and support services comparable to those found in a large hospital such as nursing, pharmacy dietary, rehabilitation, laboratory, or administrative studies. (A post-Baccalaureate Degree in Hospital Administration or in a closely related field may be substituted for one year of experience.) (Experience in the California state service applied to this requirement must be of at least the level, duration, and type specified in Patterns I and II.) **AND** Equivalent to graduation from college with a major in hospital administration or in a related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

CONTINUED ON REVERSE

www.corr.ca.gov
888-232-4584 Toll Free
916-227-4646 FAX

Rev. 06/03

APPLICATION INFORMATION

The Department application consists of three (3) documents listed below. Additional information may be submitted but is not required. All forms must be completely filled out. Properly completed documents should be sent to the California Department of Corrections, P. O. Box 942883, Sacramento, CA 94283-0001, Attention: Personnel Examination Section. Should you have any questions, please contact a Health Professions Recruiter at (888) 232-4584, by fax at (916) 227-4646 or by e-mail at Health.Recruit@corr.ca.gov.

1. Standard State Application (STD. 678)
2. Conditions of Employment – 631
3. Recruitment Publicity Questionnaire

SALARY RANGE

Correctional Health Services Administrator II \$5,747 - 6,334 per month

All correctional institutions **may** authorize a “**Hiring Above the Minimum**” (HAM) salary differential. Extraordinary qualifications, experience and current salary will determine the actual starting salary. The hiring authority reviews your credentials and evaluates your experience to determine if a “**Hiring Above the Minimum**” salary differential is applicable.

BENEFITS

- Deferred Compensation Plans (Savings pool, 401k and 457 plan)
- \$100 monthly Bilingual Differential Pay
- 75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)
- 75% Reimbursement of Public Transit Passes, \$65 maximum per month
- Flexible work hours (Management discretion)
- Pre-tax parking (Where applicable)
- Fourteen (14) paid holidays
- Generous paid vacation/sick leave
- Jury duty/military/bereavement leave
- Health, Dental and Vision Care Plans (Rural Health Care Equity Program for areas without HMO's)
- Pre-retirement death benefit
- Dependent Care Program
- Long Term Insurance (CalPERS)
- Home Loan Program (CalPERS)
- Legal Services
- Employee Assistance Program
- Work and Family Advisory Committee
- California Public Employees' Safety Retirement System (Exempt from paying into Federal Social Security System)
- Enhanced Industrial Disability Leave

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER